



# PARKING LOTS

Department of  
Community Development  
**Bureau of Buildings & Zoning**

City of Rochester, New York



## GENERAL INFORMATION REQUIRED

When applying for a permit  
you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, Contractor and/or plan preparer's name, address and phone number
- Detailed project description
- Worker's Compensation Insurance Certificate or waiver

If installer is homeowner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate.

If contractor has employees, a Certificate of Workers' Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester  
Permit Office  
Room 121B City Hall  
30 Church Street  
Rochester, New York 14614

## MAPS & DRAWINGS REQUIRED

- Two (2) copies of Instrument Survey Map for subject property
- Site plan indicating proposed spacing layout, landscaping, setbacks and topographic information for drainage

## FEE

- \$100.00

*Additional charge for plumbing permit, if required.*

## MINIMUM REQUIRED INSPECTIONS

- Final inspection upon completion

*24 hour advanced notice is required  
Call 428-6578 to schedule an appointment.*

***The information in this brochure is a general overview. Certain applications may require more in-depth analysis.***

## OWNER/APPLICANT RESPONSIBILITIES

- A Monroe County Pure Waters application is required for any connections to the storm sewer
- A permit is required for any work performed in the public right of way, ie. New curb openings, side-walks, utilities, etc. Call 428-6848 for information
- Dust control must be continuously maintained on gravel lots
- Water run-off shall be contained on site and disposed of properly
- Ensure that a permit is obtained. Permits can be obtained in room 121B of City Hall
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the SisterCities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

## USEFUL INFORMATION

- Parking lot design and landscaping requirements can be found in Section 120-173 and 120-169 of the Zoning Code. The Zoning Code is available on the City website: [www.cityofrochester.gov](http://www.cityofrochester.gov)
- All paved areas having an aggregate area larger than 2,000 square feet, must supply internal drainage and obtain a plumbing permit
- If the property is located in a preservation district, or is a landmark site, a Certificate of Appropriateness will be required. Call 428-7043 for more information
- Call 428-6561 for questions about building code requirements
- Parking lots in R and C Districts may require special zoning approvals. Call 428-7043 for information